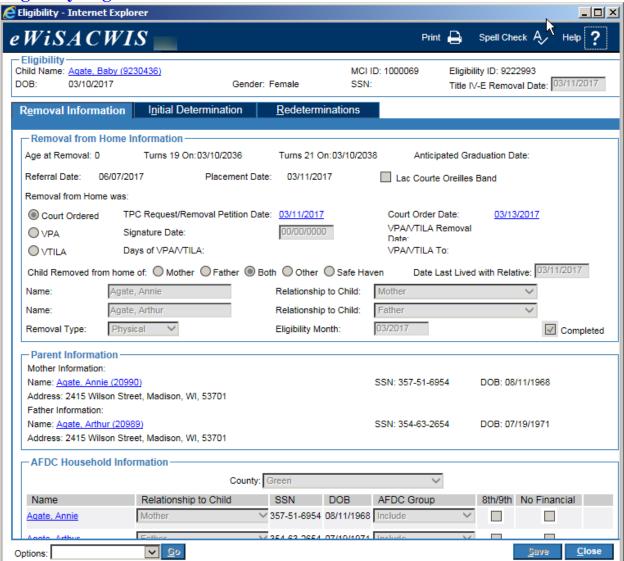
eWiSACWIS IV-E Eligibility Sign-Off Process

Note: In order to complete a IV-E determination or redetermination, an assignment to the case is not needed. However, additional security is needed to complete a determination.

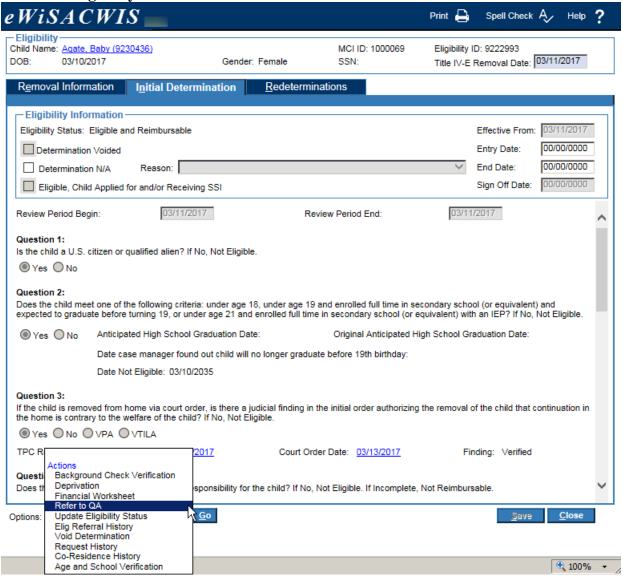
Note: Once a IV-E determination is completed by the State, the Med Stat Code is updated on the Medicaid Certification and sent to ForwardHealth. The updates can be viewed on the Medicaid Updates page.

Eligibility Page > Removal Information tab



Eligibility Page > Initial Determination tab

What the Eligibility Unit sees:

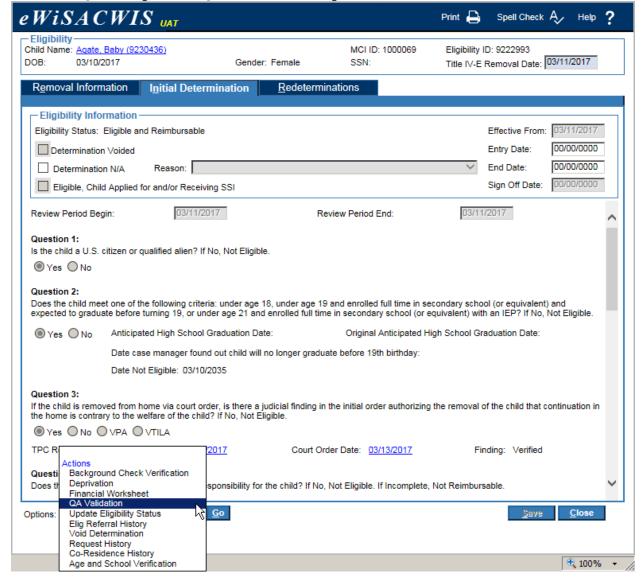


The Eligibility Unit uses the option "Update Eligibility Status" to make changes and update the child's recommendation status. After the changes/updates are made, the Eligibility Unit selects "Refer to QA."

Once the referral has been made, the option "Refer to QA" is not available.

The Quality Assurance (QA) person will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

What the QA sees (prior to QA Validation completion):



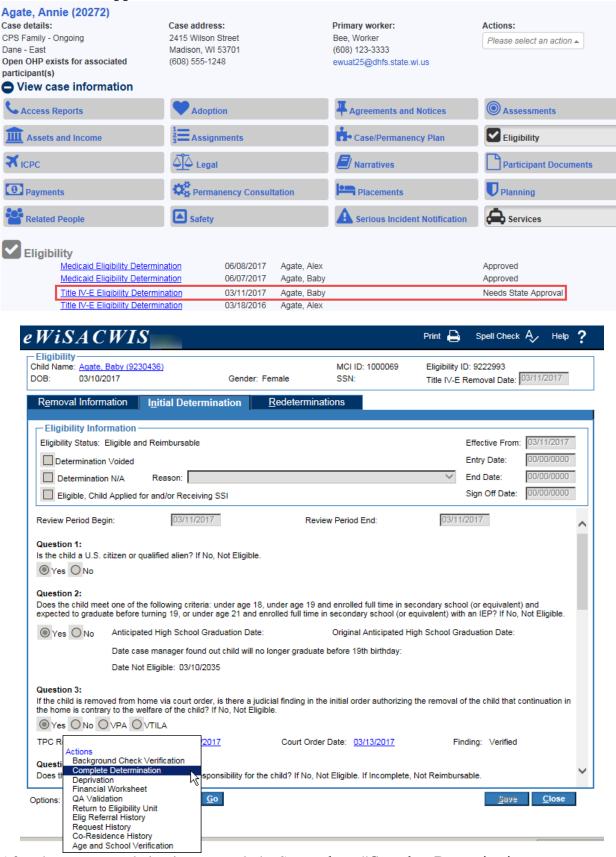
The QA person should use the option "Update Eligibility Status" to make changes and update the child's recommendation status. After the QA Validation page is completed, the QA person selects the "Refer to State" option.



Once the referral has been made, the option "Refer to State" is not available.

The State approver will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

What the State approver sees:



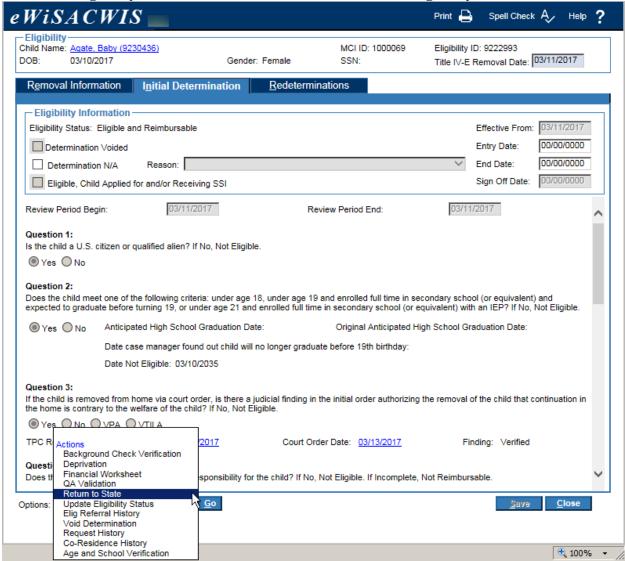
After the recommendation is approved, the State selects "Complete Determination."

Once approved/completed, the option "Complete Determination" is not available.

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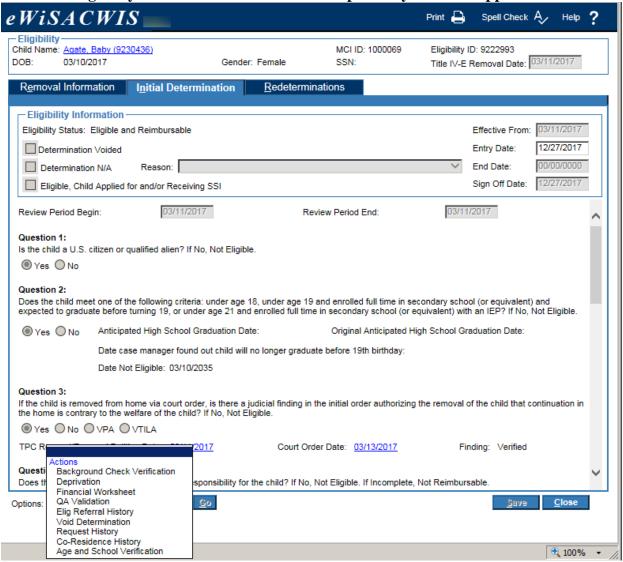
4

What the Eligibility Unit sees after it has been Returned to Eligibility Unit:



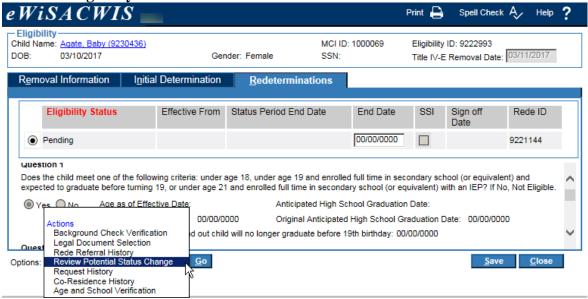
After the Eligibility Unit selects 'Return to State' the State approver will see the same options as on page 4.

What the Eligibility Unit sees after it has been completed by the State approver:



Eligibility Page > Redeterminations tab

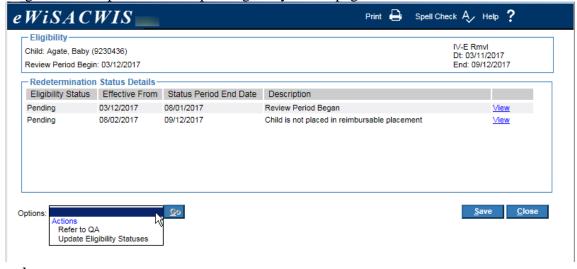
What the Eligibility Unit sees:



Once the review period is established and Background Checks, Legal Documents, and age and school information have been verified, the Eligibility Unit selects "Review Potential Status Change" from the Options drop-down. This opens the Potential Status Change page.



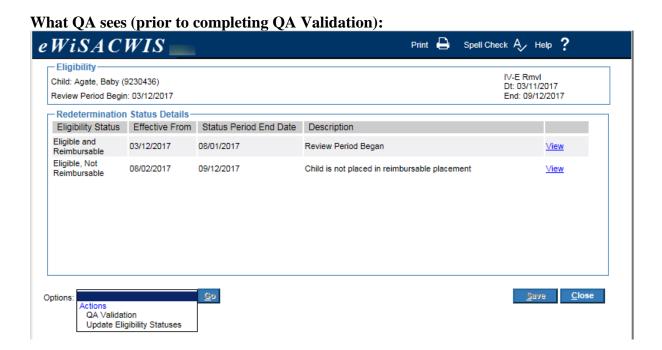
Clicking Continue opens the Multiple Eligibility Status page.



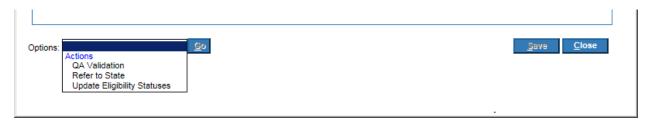
The Eligibility Unit uses the option "Update Eligibility Status" to update the child's recommendation status. After the updates are made, the Eligibility Unit selects "Refer to QA."

Once the referral has been made, the option "Refer to QA" is not available.

The QA person will receive an e-mail stating he/she has been assigned to the case for Eligibility Review/Approval.



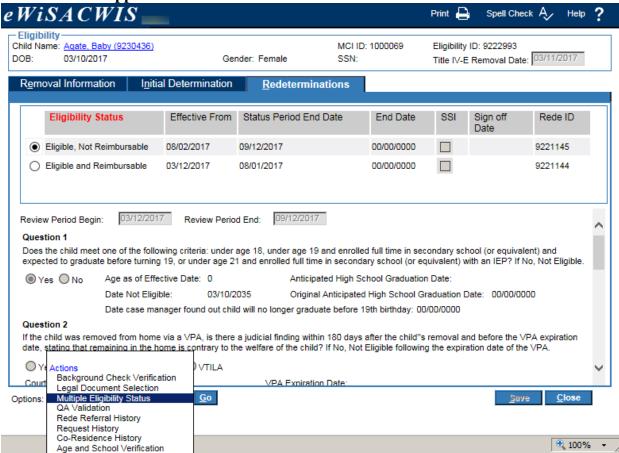
The QA person may use the option "Update Eligibility Status" to update the child's recommendation status. After the recommendation is reviewed, the QA person selects the "Refer to State" option after completing the QA Validation.



Once the referral has been made, the option "Refer to State" is not available.

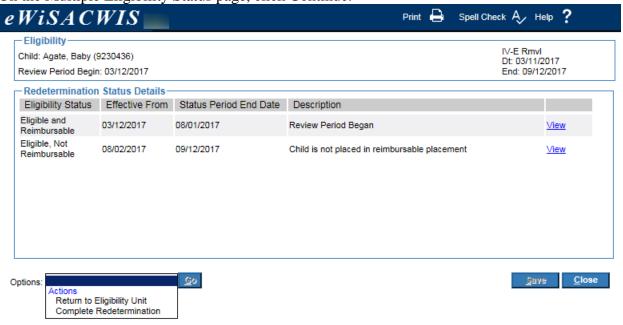
The State approver will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

What the State approver sees:



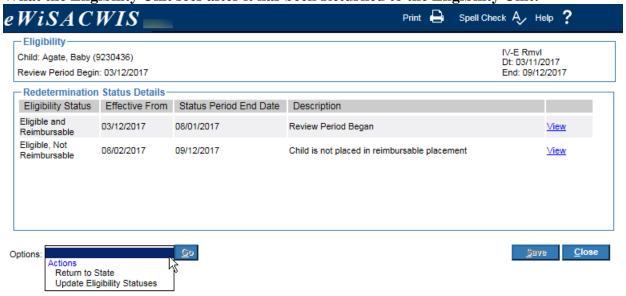
To approve the redetermination, the State approver selects the option Multiple Eligibility Status.

On the Multiple Eligibility Status page, click Continue.



The State selects the "Complete Redetermination" option. Once approved/completed, the option "Complete Redetermination" is not available.

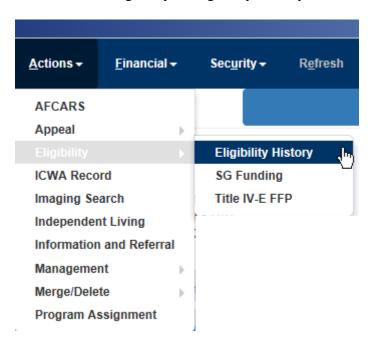
What the Eligibility Unit sees after it has been Returned to the Eligibility Unit:



After the Eligibility Unit selects 'Return to State' the State approver will see the same options as on page 11.

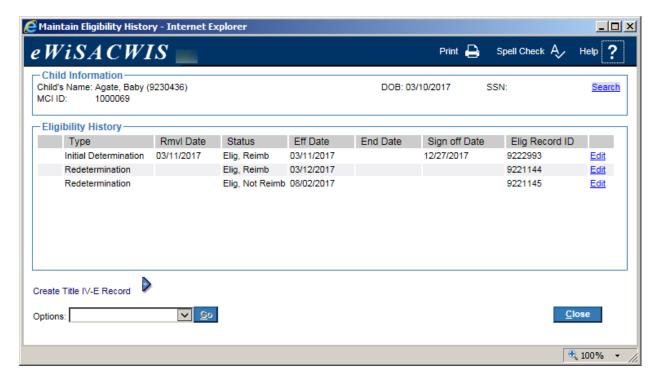
Maintain Eligibility History page

The Maintain Eligibility History page can be used to complete determinations for closed cases. This page is accessed via Actions > Eligibility > Eligibility History.



To view the Eligibility History for a child, the child's person ID must first be searched and retrieved.

What the Eligibility Unit and State approver see:



To access the initial or redetermination, click the Edit hyperlink for the appropriate determination. This opens the Eligibility page for the determination. See steps above to follow the appropriate process for the initial determination or redetermination.

Workflow Overview

